

Logistics and Technical Information Division (CO)

Responsible for the coordination and management of the Center's instrument calibration and repair services; internal and external transportation services including vehicle fleet management and repair, freight traffic management, shipment of freight and household goods, Center personnel travel services, mail distribution and delivery of materials, equipment and packages; acquisition of stores stock, furniture, fuels, propellants, chemicals and other hazardous materials; inventory, contract property, and equipment management; receiving and warehousing of stores stock, supplies, hazardous materials, furniture, idle/excess property and instruments; excess property acquisition, redistribution and disposal; solid waste removal; scrap metal removal; coordination of recycling efforts with the Environmental Management Office; repair and management of copy machines and administrative equipment; furniture management including coordination of acquisitions and moving services; publishing services including printing and duplication, manuscript preparation and technical editing, graphic arts, exhibits and displays; photography, technical film documentaries; Glenn policy directive preparation and distribution, NASA Directives coordination and distribution, and forms control; Glenn archives including paper records and historical documents; scientific and technical reference library services; and custodial services.



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Provides ADP systems support for division applications such as Glenn Supply Management System (GSMS) and Glenn Vehicle Scheduling System (GVSS), and Agency-wide systems such as the NASA Equipment Management System (NEMS), NASA Supply Management System (NSMS), NASA Property Disposal Management System (NPDMS), and NASA Industrial Property Management System (NIPMIS).

Administers and monitors the Center's on-site support service contract responsible for Center logistics, technical information, imaging technology, travel services. Administers and monitors the custodial and solid waste removal contracts.

